

DEVELOPMENT ADVISORY COMMITTEE MINUTES

The Development Advisory Committee (DAC) met on Wednesday, December 3, 2014 at 9:00 a.m. in the Second Floor Conference Room, 220 South Main Street, Bel Air, Maryland. The meeting was chaired by Moe Davenport, Department of Planning and Zoning.

The following members were in attendance:

Len Walinski	Health Department
Robin Wales	Department of Emergency Services
Bill Snyder	Harford County Fire/EMS
Mike Rist	DPW Engineering
Darryl Ivins	DPW Water & Sewer
Patrick Jones	Harford Soil Conservation District
Eric Vacek	Department of Planning and Zoning
Shane Grimm	Department of Planning and Zoning

Also in attendance were:

Bob Wilson/Wilson Deegan & Assoc.	Robert Rivera/FWA
Debbie Button,	Lou Shaffer/FWA
for Councilman McMahan	
David Whitcraft/FWA	

Moe Davenport, of the Department of Planning and Zoning, welcomed everyone to the meeting. He explained there were two plans on the agenda. Mr. Davenport explained that a brief presentation will be given by the consultant for the project. The DAC members will give their comments on the project. The meeting will then be opened up for anyone in attendance that may have questions or comments. If anyone has questions that are not answered, there are information request forms that can be filled out and submitted to the Department of Planning and Zoning and they will be responded to in writing. There is an attendance sheet circulating for everyone to sign. If a correct address is given, a copy of the minutes will be mailed or e-mailed. The minutes will also be published to the Department of Planning and Zoning's website.

CLAIRE'S MEADOW – LOT 5

Located on the east side of Baldwin Mill Rd (Route 165); south of Jarrettsville Road (Route 23). Tax Map 32; Parcel 118, Fourth Election District. Council District D. Planner Eric.

Plan No.	P14-136	Create one residential lot; 2.344 acres; RR.
Received	11-05-14	Claire's Meadow, LLC/Wilson Deegan & Associates, Inc.

Bob Wilson of Wilson Deegan & Associates presented the plan. Proposal is for a single one lot residence. Subdivision is on the back button on the 24 acre, zoned RR. Development rights were transferred in several years ago.

Emergency Services - Robin Wales

Lot 5 will be addressed #1241 Baldwin Mill Road (MD 165). This address will work if available, displayed properly and approved by planning and zoning.

Volunteer Fire and E.M.S. – Bill Snyder

No Comment.

Harford Soil Conservation District – Patrick Jones

An adequate sediment erosion control plan needs to be approved and that can probably be a standard plan considering the size of the lot. This is in a Tier 2 watershed, additional sediment erosion control and buffers are recommended.

Health Department – Len Walinski

This lot will be serviced by an individual well and on-site disposal system. Soil tests were conducted on April 12, 2010.

The septic reserve area (SRA) may be a minimum of 10,000 sq. ft. or adequate in size to accommodate an initial sewage “On-Site Disposal System (OSDS) and three (3) future replacement OSDS based on a four (4) bedroom dwelling, whichever is greater. The consultant must submit a detailed site plan prior to preliminary plan approval for Lot 5 providing the initial OSDS design layout and the layout for three future OSDS meeting all required setbacks. The design must also evaluate the need for a pump system and include the pump system in the system if applicable.

Upon submittal of the approved trench layout, this office will update its comments.

Upon preliminary plan approval and prior to final plat approval, the following are required:

1. The consultant/applicant must make application for a “Notice of Exemption to Appropriate and Use Groundwater.” The completed application is to be submitted to the Health Department and upon processing, the completed application will be forwarded to the Maryland Department of the Environment.
2. The existing well for the remaining lands must be tested for volatile organic compounds (VOC) in accordance with the Environmental Protection Agency’s (EPA) protocol 524.2 at the owner/developer’s expense to determine if ground water has been impacted by the neighboring auto repair facility. In addition, bacteria and nitrate water samples must also be conducted for the existing well. All water testing must be collected by a Maryland Certified Water Sampler and analyzed at a Maryland Certified Lab. All submitted results must include the Chain of Custody documentation. Depending on the test results, remediation measures may be necessary as determined by the approving authority. This may include installation of treatment equipment and/or disclosure documents. Questions regarding well issued should be directed to John Resline of the Health Department at 410.877.2325.

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3. The consultant must provide a print to this office indicating the location of the OSDS for the remaining lands.
4. The existing on-site disposal system for the remaining lands must be pumped, inspected, and certified by a contractor who has completed a course approved by the Maryland Department of the Environment (MDE) for the proper evaluation of on-site septic systems. The contractor must submit a report of his findings to this office for review. Any deficiencies noted must be corrected to the satisfaction of the Health Department.

As part of the Certificate of Potability (COP) requirement, the new well on Lot 5 must be sampled and analyzed for full range of Volatile Organic Compounds (VOC) using EPA Method 524.2 Rev. 4.1 Certificate of Potability testing also consists of two consecutive good bacteriological samples taken at least 7 days apart and testing for nitrates, turbidity, and sand. If the results are not acceptable, corrective action will be necessary.

The final plat must bear the well, septic reserve area, and plat plan notes. The square footage amount of each septic reserve area must be clearly labeled on the final plat.

DPW – Engineering – Mike Rist

1. A grading permit or standard sediment control plan shall be required for land disturbing activities exceeding 5,000 square feet.
2. Stormwater Management must be provided in accordance with the 2000 Design Manual as amended by Supplement 1.
3. A standard stormwater management plan for single lot residential construction or an engineered plan shall be submitted for review and approved prior to final plat approval.
4. The final stormwater management plan shall be approved prior to the issuance of a grading permit. A stormwater management permit is required prior to the issuance of a building permit for sites requiring an engineered plan.
5. Stormwater management practices designed for and located on individual lots shall be constructed and inspected prior to the issuance of use and occupancy permits.
6. Maintenance is the responsibility of the individual lot owner.

DPW – Water & Sewer – Darryl Ivins

The existing water service is connected to contract no. 6089 in Route 924. It is a 3/4" service with a 5/8" meter. This service must be shown on the next series of the plan. Show any public or private easements for this service. If a larger water service is required, the existing service shall be abandoned at the main as part of the utility work for this project. A private utility easement across parcel 241 will be required if a larger service is installed.

Show the existing sewer service on the next series of the plan. Also show the proposed connection from the public service to the structure.

Since the proposed use of this building is a medical office, a reduced pressure backflow preventer may be required to be placed within the building. Contact Mr. David Wilson of the Water and Sewer Maintenance Section at 410-612-1612 for more information.

The Commercial Service Application Number 19792 must be added to the title block of the site plan submitted with the Application for approval.

Any sewer cleanouts that are located within the paved area shall be installed using the County cleanout in paving detail S-28. The detail shall be shown on the utility plan and referenced on the plan and/or profile drawing.

The construction contract numbers for the existing utilities shall be shown on the drawing submitted with the Commercial Application.

A Commercial Service Application must be completed by the owner and approved by Harford County before a building permit will be issued for this project. Contact Ms. Tracy Rach of the Division of Water and Sewer New Connection Services at 410-638-3300 x1490 for additional information.

Trees may not be placed within the drainage and utility easements or the SHA road right-of-way within fifteen feet (15') of existing or proposed utilities. The Division of Water and Sewer must have an opportunity to review the landscaping plan before it is approved by the Department of Planning and Zoning, to verify that this condition has been met. Approval of the Commercial Application for this project will not be granted until the landscaping plan is acceptable to the Division of Water and Sewer.

SHA – State Highway Administration – Richard Zeller

A residential access permit is required to construct a paved apron on MD 165 to this lot. The developer must contact Mr. Ed Railey, Resident Maintenance Engineer – Churchville Shop at 410.838.7788 to obtain the permit. The SHA has no objection to preliminary plan approval. The SHA will withhold approval of the building permit until the required access permit has been obtained.

Department of Planning and Zoning – Eric Vacek

This plan proposes to create one (1) single family residential lot. The maximum allowable density in the RR District is one (1) dwelling unit per two (2) acres. ($23.86 \text{ ac} \div 2 = 11$ dwelling units allowed).

In order to utilize RR density and design standards, development rights must be transferred in accordance with the Harford County Development Regulations. Development rights may be transferred from any parcel with an Agricultural designation on the most recently adopted Land Use Map. Preliminary Plan P10-131-1 plan transferred five (5) development rights from Tax Map 42, Parcel 342 to Tax Map 32, Parcel 118. Development rights shall be transferred only by agreement, deed, easement or other written document that shall be recorded in the Land Records of Harford County. The Department of Planning and Zoning shall review and approve the document prior to recordation. Development rights may only be transferred one (1) time. The original signed transfer of development rights of the TDR form was forwarded to the Department of Planning and Zoning. A Deed of Assignment must be recorded in the Harford County Land Records simultaneously with the final plat of this subdivision.

The Forest Stand Delineation (FSD10-009-1) for this plan has been previously approved. A Forest Conservation Plan (FCP10-131-2) was submitted for review to the Department Planning and Zoning. No grading shall be permitted in the wetland buffers for actual home construction.

This site contains environmentally sensitive areas, namely tributaries, steep slopes, non-tidal wetlands, and 100 year flood plain throughout this parcel. Additionally, all areas with slopes in excess of 25% contiguous of more than 40,000 sq. ft shall be labeled as NRD on the final plat. Non-tidal wetlands shall have a 75-foot buffer and 100-year floodplain shall have a 50-foot buffer. Where these buffers overlap the greater shall prevail and be labeled as "Natural Resource District" on the final plat. The floodway portion of the 100-year floodplain shall also be shown on the plat. These environmental features shall be easily distinguishable on the final plat.

Homeowner's Association (HOA) documents must be established for the ownership and maintenance of any proposed drainage or storm-water management facilities.

A common drive agreement shall be completed and submitted for future lots. The deed reference shall be provided on the final plat. The Common Drive Agreement must be submitted with the final plat. This area shall be easily distinguishable on the final plat. Common Drive Agreements providing for the use, maintenance and responsibility of the common drives must be submitted for recordation with the final plats. No Forest Retention Area (FRA) is allowed within a Common Drive Easement.

Notes:

The steep slopes delineated on the southeast portion of the proposed lot may necessitate a revision to the NRD buffer.

There were no additional comments from the public.

2230 OLD EMMORTON ROAD

Located on the west side of Old Emmorton Road; north of Wheel Road. Tax Map 56; Parcel 73, First Election District. Council District C. Planner Shane.

Plan No. S14-137 Convert residence to medical office/0.47 acres/RO.

Received 11-05-14 David R. Whitcraft/Robert Rivera/FWA.

Lou Shaffer with FWA spoke on the property at 2230 Old Emmorton Road. Lou said this is a highly controversial complicated project. There is an existing lot; zoned RO; off of Old Emmorton Road, .47 acres in size; right now it is a vacant residential use house and FWA is proposing a medical office building with 2 service providers with a total number of 4 employees. FWA said they have provided the on-site parking required for use and is proposing that the total disturbed area will be less than 5,000 sq. ft. Mr. Shaffer said the plan is to utilize all of the existing paved area. FWA said they will submit documentation to support the 5,000 sq. ft. or less limit of disturbance. Public sewer is available. Water is across the street from this site. There is an agreement with highways for a 4 ft road improvement right of way in order to extend the curb line in conformance with other improvements along Old Emmorton Road; this 4 ft extension helps FWA to meet the 35 ft front yard setback otherwise this would become a non-conforming use which FWA is not interested in doing.

Volunteer Fire and E.M.S. – Bill Snyder

For all new buildings or altered buildings with an automatic sprinkler system or a supervised, automatic fire detection system, a Knox Box must be installed per NFPA 1, Part III, 3-6. They shall be keyed for the Abingdon Fire Company; 410.638.3955

Recommend the usage of non-combustible landscaping directly next to the buildings. Traditional, wooden-mulch increases likelihood of nuisance fires from outdoor smoking.

Emergency Services – Robin Wales

The proposed building must display 6”-8” address numbers and letters. The address must be clearly visible from Old Emmorton Road or a sign with the address information at the point of entry.

Emergency Services must have a list of 3 (three) emergency contacts for notification, response, and securing purposes if the business is not operational 24/7.

Harford Soil Conservation District – Patrick Jones

No Comment

Health Department – Len Walinski

This plan proposes to convert a residence to a medical office. The site is serviced by public water and sewer.

This office has the following comments regarding this project:

1. Medical offices typically require certain permits and registrations from the Maryland Department of the Environment.
 - a. Facilities that generate medical waste require that the facility choose a licensed medical waste hauler and that the waste hauler obtain an EPA identification number for that particular facility. If there are any questions regarding the EPA identification number, the facility should contact the Hazardous Waste Program at 410.537.3356.
 - b. Facilities that conduct X-rays are required by MDE Air and Radiation Management Administration to be registered. If there are any questions regarding this registration, the facility should contact the Radiological Health Program at 410.537.3193.
2. Any structures listed to be razed will require a demolition permit that is secured through the Department of Planning and Zoning. All aspects of the demolition work must be reviewed, approved, and completed to the satisfaction of the Health Department. This includes, but is not limited to, the abandonment of any wells and septic systems, the management of asbestos, hazardous materials and solid wastes, and the removal of underground storage tanks. All Documentation concerning the demolition work must be forwarded to this office. If there are any questions concerning the demolition work, please contact Mr. Joe DeLizia or Mr. Rich Gordon of the Health Department's Air/Waste Division. 410.877.2335 or 410.877.2326.
3. The owner/developer is reminded that during the development of this project when soil moisture conditions are low, measures must be implemented to prevent the generation of dust until a permanent vegetative cover is established and all paving is completed.

DPW – Engineering – Mike Rist

1. A sediment control plan and a stormwater management plan and associated permits will be required if land disturbing activities exceed 5,000 sq. ft.
2. All pavement striping and traffic control signs shall conform to the Manual on Uniform Traffic Control Devices and State Highway Administration Supplement.

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3. Road plans will need to be approved and a Public Works Agreement will need to be executed prior to the issuance of a building permit for the site.
4. Old Emmorton Road shall be constructed in accordance with a 30' wide street standard with sidewalk.
5. A right-of-way dedication is required along Old Emmorton Road as shown on the plan.

SHA - State Highway Administration – Richard Zeller

The SHA has no objection to site plan approval as access is to a county road and there are no right-of-way impacts to the SHA.

Department of Planning and Zoning – Shane Grimm

1. The building does not currently meet the 35-foot front yard setback. The Applicant is proposing to remove the existing front porch so that the building will meet the setback. A building permit will be required for the removal of the porch. The porch must be removed prior to the issuance of a U&O.
2. The drive aisles shall be a minimum of 22-feet in width.
3. A photometric plan shall be submitted for the wall pack lighting to be installed on the proposed addition.
4. Architectural renderings of the proposed addition must be submitted for review and approval.
5. The medical office shall be limited to 2 medical professionals and we need the landscaping plans approved prior to approval.

There were no additional comments from the public.

Meeting adjourned at 9:16 a.m.